



DEPARTMENT OF THE NAVY  
PERSONNEL SUPPORT ACTIVITY  
937 NORTH HARBOR DRIVE  
SAN DIEGO, CALIFORNIA 92132-0076

PERSUPPACTSANDIEGOINST 1650.1K  
Code N00M  
4 May 00

PERSUPPACT SAN DIEGO INSTRUCTION 1650.1K

Subj: SAILOR/JUNIOR SAILOR/CIVILIAN OF THE QUARTER/YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Format for Nomination of Sailor/Junior Sailor of the Quarter/Year  
(2) Format for Nomination of Civilian of the Quarter/Year  
(3) Sailor/Junior Sailor/Civilian of the Quarter/Year Score Sheets

1. Purpose. To establish guidelines for the Sailor/Junior Sailor/Civilian of the Quarter/Year program and set forth procedures for nominating and selecting personnel. This instruction has been substantially revised and should be read in its entirety.

2. Cancellation. PERSUPPACTSANDIEGOINST 1650.1J.

3. Discussion. This program provides an excellent opportunity to recognize top performers throughout the PERSUPPACT San Diego network. The Sailor/Junior Sailor/Civilian of the Quarter/Year Program recognizes military and civilian personnel who have demonstrated superior performance and contributed significantly to the primary mission of the Activity. The main attributes for consideration in nomination and selection are superior performance of military (for military) and professional duties (for military and civilian) during the preceding quarter/year. In addition, the individual's contribution to his/her community and other off-duty endeavors will be taken into consideration.

4. Eligibility. Nominees must:

a. Be in paygrade E5 or E6 for Sailor of the Quarter/Year, E4 and below for Junior Sailor of the Quarter/Year, and GS-6 and below for Civilian of the Quarter/Year;

b. Not have committed any civil or military offenses within the preceding six months (minor traffic violations excluded); and

c. Present a sharp military (or civilian) appearance.

5. Nomination Procedures

a. Sailor of the Quarter/Junior Sailor/Civilian of the Quarter:

(1) PSD Officers in Charge will use enclosure (1) to nominate candidates for Sailor/Junior Sailor of the Quarter and enclosure (2) to nominate candidates for Civilian of the Quarter. Nomination packages must be submitted to the Command Master Chief (CMC) **no later than** the 20th day of March, June, September, and December.

(2) It is recognized that some PSDs are small and a nomination of both senior and junior personnel would defeat the purpose of recognizing the most outstanding Sailor. Therefore, PSDs have the option of nominating either or both Sailor/Junior Sailor of the Quarter.

(3) PSA staff Department Heads will use enclosure (1) and (2) to nominate candidates in their respective categories. Nominations must be submitted to the CMC **no later than** the 15th day of March, June, September, and December. If more than one nominee is received in any category, the CMC will convene a board of senior enlisted staff members to select the staff Sailor/Junior Sailor/Civilian of the Quarter for competition at the Activity level. When there is only one staff nominee in any category, that nominee will represent PSA staff at Activity level competition.

(4) Third Class Petty Officers selected as Detachment Junior Sailor of the Quarter for either the 2<sup>nd</sup> or 4<sup>th</sup> quarter (**only**) and are subsequently notified of advancement to Second Class Petty officer may still be nominated for PSA Junior Sailor of the Quarter.

(5) Nomination packages must be prepared in third person, i.e., he/she, Petty Officer/Mr. or Ms., his/her Detachment, etc. Packages must also include a draft Commanding Officer's Letter of Commendation.

(6) Nomination packages shall be submitted by electronic mail with separate attachments for the basic nomination letter and the draft CO LOC, i.e., SOQ.DOC, SOQLOC.DOC, JSOQ.DOC, JSOQLOC.DOC, COQ.DOC, and COQLOC.DOC. Packages not in compliance with stipulated guidelines will be returned for resubmission.

b. Sailor/Junior Sailor of the Year

(1) Only Detachment and Staff Sailor/Junior Sailor/Civilian of the Year selectees will be considered as candidates for their respective categories at the PSA Sailor/Junior Sailor/Civilian of the Year competition.

(2) Nomination packages for Sailor/Junior Sailor/Civilian of the Year will be submitted using enclosures (1) and (2) of this instruction. Following the selection process, the Detachment or Staff Department of the Sailor selected as PSA San Diego Sailor of the Year will prepare a package for submission to CINCPACFLT using enclosure (1) of reference (a).

(3) Third Class Petty Officers selected for Detachment Junior Sailor of the Year, who are subsequently notified of advancement to Second Class Petty Officer from the September exam, may be nominated for PSA Junior Sailor of the Year.

(4) Nomination packages must be prepared in third person, i.e., he/she, Petty Officer/Mr. or Ms., his/her Detachment, etc.

Packages must also include a draft Commanding Officer's Letter of Commendation.

(5) Nomination packages shall be submitted by electronic mail with separate attachments for the basic nomination letter and the draft CO LOC, i.e., SOY.DOC, SOYLOC.DOC, JSOY.DOC, JSOYLOC.DOC, COY.DOC, and COYLOC.DOC. Packages not in compliance with stipulated guidelines will be returned for resubmission.

(6) Nomination packages for Sailor/Junior Sailor/Civilian of the Year are due to the CMC **no later than** the 15<sup>th</sup> of January each year.

(7) Detachments should acquire their Sailor of the Year photograph per enclosure (1) of reference (a) immediately following selection at the Detachment/Staff level. This will ensure timely submission of PSA San Diego Sailor of the Year package to CINCPACFLT.

6. Selection Procedures. PSD OICs shall establish appropriate selection procedures for Detachment Sailor/Junior Sailor/Civilian of the Quarter/Year within their respective Detachments. For Staff Department nominees, see paragraph 5a(3). A selection board at the Activity level will be chaired by the CMC and be comprised of the Leading Chief Petty Officer from each Detachment, plus one senior enlisted member from PSA staff. If there are no Chief Petty Officers assigned to a Detachment, the representative will be that enlisted person designated as Senior Enlisted Onboard. The CMC will create three separate boards by random process, one for Sailor of the Quarter/Year, another for Junior Sailor of the Quarter/Year, and another for Civilian of the Quarter/Year. In any given cycle, an individual will sit only one board, i.e., if Chief X sits on the 3<sup>rd</sup> quarter Junior Sailor of the Quarter board, he/she will not be a member of the 3<sup>rd</sup> quarter Sailor or Civilian of the Quarter/Year Board.

a. Sailor/Junior Sailor/Civilian of the Quarter

(1) An Activity level selection board will be convened during the last week of March, June, September, and December to select the Sailor/Junior Sailor/Civilian of the Quarter from all nominations submitted. The CMC will electronically forward nomination packages to the respective board members.

(3) Board members assigned will individually score and rank candidates utilizing enclosure (3). Upon completion of individual scoring, board members shall electronically forward all score sheets to the CMC. The CMC will forward the board's recommendations, via the Executive Officer, to the Commanding Officer for final approval.

b. Sailor/Junior Sailor/Civilian of the Year.

(1) The CMC will schedule the Sailor/Junior Sailor/Civilian of the Year screening board in conjunction with the Leading Chief Petty

Officer Conference, which is normally scheduled during the month of January at PSA headquarters.

(2) Due to fiscal constraints and the geographic separation of Detachments in the network, selection will be made by the board without presence of the nominees.

(3) Upon completion of the board, the CMC will forward the board's recommendations, via the Executive Officer, to the Commanding Officer for final approval.

7. Recognition.

a. Sailor/Junior Sailor of the Quarter will receive:

(1) Detachment Level:

(a) One four-day liberty (including Saturday and Sunday) to be taken during the quarter the award is effective;

(b) Photograph placed on the Sailor/Junior Sailor of the Quarter board in their respective Detachments;

(c) Officer in Charge/Department Head Letter of Commendation;

(d) Article submitted for publication to local newspaper and Fleet Home Town News Center in recognition of his/her accomplishment (Detachment PAO will submit); and

(e) Reserved parking space for three months (dependent upon availability of spaces at PSDs).

(2) Activity Level:

(a) One four-day liberty (including Saturday and Sunday) to be taken during the quarter the award is effective;

(b) Commanding Officer's Letter of Commendation;

(c) PSA San Diego plaque;

(d) PSA Sailor/Junior Sailor of the Quarter name tag;

b. Sailor/Junior Sailor of the Year will receive:

(1) Detachment Level:

(a) One four-day liberty (including Saturday and Sunday) to be taken during the year the award is effective;

(b) Photograph placed on the Sailor/Junior Sailor of the Year board in their respective Detachments;

(c) Commanding Officer Letter of Commendation;

(d) Article submitted for publication to local newspaper and Fleet Home Town News Center in recognition of his/her accomplishment (Detachment PAO will submit); and

(e) Reserved parking space for one year (dependent upon availability of spaces at PSDs).

(2) Activity Level:

(a) Two four-day liberty (including Saturday and Sunday) to be taken during the year the award is effective. Cannot be taken on successive weekends and may not be combined with regular leave;

(b) Photograph placed on the Sailor/Junior Sailor of the Year board at PSA headquarters;

(c) PSA San Diego plaque;

(d) PSA Sailor/Junior Sailor of the Year name tag;

(e) Commanding Officer Navy and Marine Corps Achievement Medal. Sailor of the Year will receive NAM after he/she is no longer in consideration for competition at a higher level.

c. Civilian of the Quarter/Year will receive:

(1) Photograph placed on the Civilian of the Quarter/Year board in their respective Detachments and the PSA Civilian of the Year board at PSA San Diego headquarters;

(2) Commanding Officer's Letter of Commendation;

(3) Article submitted for publication in local base newspaper (Detachment PAO will prepare and submit);

(4) Reserved parking spot for three months (COQ) or one year (COY) following selection (dependent upon availability of spaces at individual Detachments);

(5) Civilian of the Quarter at the Detachment level will be awarded 16 hours time off (awarded no more than once per year to an individual.

(6) Additional incentives (Special Act Awards): Monetary incentive awards will automatically be prepared by PSA Civilian Personnel Representative after selection is approved by Commanding Officer.

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(a) Detachment Level:

Civilian of the Year:	\$250.00
Civilian of the Quarter:	\$200.00

(b) Activity Level:

Civilian of the Year:	\$1,000.00
First runner up:	\$750.00
Second runner up:	\$500.00
Third runner up:	\$300.00
Civilian of the Quarter:	\$400.00

Note: Monetary incentive awards are subject to budgetary constraints.  
Award amounts may be modified the Commanding Officer.

  
J. A. DAWSON

Distribution:

PERSUPPACTSANDIEGOINST 5216.1J, Lists I and II

FORMAT FOR NOMINATION OF  
SAILOR/JUNIOR SAILOR OF THE QUARTER/YEAR

From: \_\_\_\_\_ (OIC, PSD or STAFF DEPT HEAD)  
To: Sailor/Junior Sailor of the Quarter/Year Selection Committee  
Chairman

Subj: NOMINATION FOR SAILOR/JUNIOR SAILOR OF THE QUARTER/YEAR

Ref: (a) PERSUPPACTSANDIEGOINST 1650.1K

Encl: (1) Proposed Commanding Officer's Citation

1. Per reference (a), (RATE) (Full Name) (SSN) is nominated for Sailor or Junior Sailor of the Quarter/Year for the period \_\_\_\_\_. Proposed citation is attached as enclosure (1).

2. This paragraph should contain, but is not limited to, specific comments on the following: (Prepare in third person.)

- a. Performance of duties.
- b. Leadership.
- c. Adaptability.
- d. Contributions to improve relations or customer service.
- e. Military appearance.
- f. Community involvement (civic groups, church, Boy Scouts, etc.).
- g. Correspondence courses completed during this period.
- h. Off-duty education (in progress or completed during this period).
- i. Membership on any board or committee (such as Human Relations Council, BEQ Advisory, clubs, recreation committee, etc.).
- j. Summary of any Letters of Appreciation/Commendation received during period of nomination.
- k. Comments (Include any supporting statements as to why this Sailor stands out from peers.).

/s/  
NAME OF PSD OIC/STAFF DEPT HEAD

Note: Electronic correspondence must be transmitted by the signing official's computer for signature to be valid.

Enclosure (1)

*The Commanding Officer, Personnel Support Activity, San Diego, California  
takes pleasure in commending*

**PERSONNELMAN/DISBURSING CLERK FIRST/SECOND/THIRD CLASS  
(SURFACE WARFARE/AVIATION WARFARE)**

**FIRST NAME/MIDDLE INITIAL/LAST NAME**

**UNITED STATES NAVY**

*for service as set forth in the following*

**CITATION:**

*“For professional achievement in the superior performance of his/her duties while serving as  
\_\_\_\_\_ at Personnel Support Activity Detachment  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ year. Petty Officer  
\_\_\_\_\_ consistently performed his/her demanding duties in an exemplary and highly  
professional manner, resulting in his/her selection as Detachment Sailor/Junior Sailor of the  
Year/Quarter.*

*(Insert specific achievements here. There are no limits to the number of lines submitted;  
however, three to five sentences should be sufficient.)*

*Petty Officer \_\_\_\_\_’s initiative, loyalty, and total devotion to duty reflected great  
credit upon himself/herself and were keeping with the highest tradition of the United States  
Naval Service.”*

**J. A. DAWSON  
Captain, U.S. Navy**



FORMAT FOR NOMINATION OF  
CIVILIAN OF THE QUARTER/YEAR

From: \_\_\_\_\_ (OIC, PSD/STAFF DEPT HEAD)  
To: Civilian of the Quarter/Year Selection Committee Chairman  
Subj: NOMINATION FOR CIVILIAN OF THE QUARTER/YEAR  
Ref: (a) PERSUPPACTSANDIEGOINST 1650.1K  
Encl: (1) Proposed Commanding Officer's Citation

1. Per reference (a), Mr. or Ms. \_\_\_\_\_ (Full Name) is nominated for Civilian of the Quarter/Year for the period \_\_\_\_\_. Proposed citation is attached as enclosure (1).

2. This paragraph should contain, but is not limited to, specific comments on the following:

- a. Performance of duties.
- b. Customer service.
- c. Adaptability.
- d. Contributions to improve relations or customer service.
- e. Collateral duties. (Does member serve on any board such as Human Relations Council, BEQ Advisory, clubs, recreation committee, etc.?).
- f. Community involvement (Civic groups, church, Boy Scouts, etc.).
- g. Summary of any Letters of Appreciation/Commendation received during period of nomination.
- h. Additional comments (Off-duty education in progress or completed during this period, including any supporting statements as to why this civilian employee stands out from peers.).

/s/  
NAME OF PSD OIC/STAFF DEPT HEAD

Note: Electronic correspondence must be transmitted by the signing official's computer for signature to be valid.

Enclosure (2)

*The Commanding Officer, Personnel Support Activity San Diego, California  
takes pleasure in presenting*

*MR. or MS. FIRST NAME/MIDDLE INITIAL/LAST NAME*

*for service as set forth in the following*

**CITATION:**

*“For professional achievement in the superior performance of his/her duties while serving as  
\_\_\_\_\_ at Personnel Support Activity Detachment  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ year. Mr. or Ms.  
\_\_\_\_\_ consistently performed his/her demanding duties in an exemplary and highly  
professional manner, resulting in his/her selection as Detachment Civilian of the  
Year/Quarter.*

*(Insert specific achievements here. There are no limits to the number of lines submitted;  
however, three to five sentences should be sufficient.)*

*Mr. or Ms. \_\_\_\_\_’s exceptional dedication and loyal devotion to duty reflected  
great credit upon himself/herself and were in keeping with the highest tradition of the  
Department of the Navy.”*

**J. A. DAWSON**  
**Captain, U.S. Navy**

SAILOR OF THE QUARTER/YEAR

PAGE 1 OF 3

CANDIDATE	A	B	C	D	E	F	G	H
PERFORMANCE OF DUTIES								
LEADERSHIP								
ADAPTABILITY								
CUSTOMER SERVICE								
MILITARY APPEARANCE								
COMMUNITY INVOLVEMENT								
CORRESPONDENCE COURSES								
OFF-DUTY EDUCATION								
COLLATERAL DUTIES								
LETTERS OF APPRECIATION/ COMMENDATION								
ADDITIONAL COMMENTS/ POINTS***								
TOTAL POINTS								
RANKING								

EACH CATEGORY IS RATED ON A SCALE OF 0 TO 4 WITH 4 BEING THE HIGHEST.

\*\*\* POINTS AWARDED ONLY FOR STANDOUT PERFORMERS BASED UPON OIC COMMENTS OR BOARD DISCUSSION.

BOARD MEMBER: \_\_\_\_\_

Enclosure (3)

SAILOR OF THE QUARTER/YEAR

PAGE 2 OF 3

CANDIDATE	I	J	K	L	M	N	O	P
PERFORMANCE OF DUTIES								
LEADERSHIP								
ADAPTABILITY								
CUSTOMER SERVICE								
MILITARY APPEARANCE								
COMMUNITY INVOLVEMENT								
CORRESPONDENCE COURSES								
OFF-DUTY EDUCATION								
COLLATERAL DUTIES								
LETTERS OF APPRECIATION/ COMMENDATION								
ADDITIONAL COMMENTS/ POINTS***								
TOTAL POINTS								
RANKING								

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BOARD MEMBER: \_\_\_\_\_

SAILOR OF THE QUARTER/YEAR

PAGE 3 OF 3

CANDIDATE	Q	R	S	T	U	V	W	X
PERFORMANCE OF DUTIES								
LEADERSHIP								
ADAPTABILITY								
CUSTOMER SERVICE								
MILITARY APPEARANCE								
COMMUNITY INVOLVEMENT								
CORRESPONDENCE COURSES								
OFF-DUTY EDUCATION								
COLLATERAL DUTIES								
LETTERS OF APPRECIATION/ COMMENDATION								
ADDITIONAL COMMENTS/ POINTS***								
TOTAL POINTS								
RANKING								

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BOARD MEMBER: \_\_\_\_\_

JUNIOR SAILOR OF THE QUARTER/YEAR

PAGE 1 OF 3

CANDIDATE	A	B	C	D	E	F	G	H
PERFORMANCE OF DUTIES								
LEADERSHIP								
ADAPTABILITY								
CUSTOMER SERVICE								
MILITARY APPEARANCE								
COMMUNITY INVOLVEMENT								
CORRESPONDENCE COURSES								
OFF-DUTY EDUCATION								
COLLATERAL DUTIES								
LETTERS OF APPRECIATION/ COMMENDATION								
ADDITIONAL COMMENTS/ POINTS***								
TOTAL POINTS								
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BOARD MEMBER: \_\_\_\_\_

JUNIOR SAILOR OF THE QUARTER/YEAR

PAGE 2 OF 3

CANDIDATE	I	J	K	L	M	N	O	P
PERFORMANCE OF DUTIES								
LEADERSHIP								
ADAPTABILITY								
CUSTOMER SERVICE								
MILITARY APPEARANCE								
COMMUNITY INVOLVEMENT								
CORRESPONDENCE COURSES								
OFF-DUTY EDUCATION								
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LETTERS OF APPRECIATION/ COMMENDATION								
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BOARD MEMBER: \_\_\_\_\_

JUNIOR SAILOR OF THE QUARTER/YEAR

PAGE 3 OF 3

CANDIDATE	Q	R	S	T	U	V	W	X
PERFORMANCE OF DUTIES								
LEADERSHIP								
ADAPTABILITY								
CUSTOMER SERVICE								
MILITARY APPEARANCE								
COMMUNITY INVOLVEMENT								
CORRESPONDENCE COURSES								
OFF-DUTY EDUCATION								
COLLATERAL DUTIES								
LETTERS OF APPRECIATION/ COMMENDATION								
ADDITIONAL COMMENTS/ POINTS***								
TOTAL POINTS								
RANKING								

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BOARD MEMBER: \_\_\_\_\_



CIVILIAN OF THE QUARTER/YEAR

PAGE 1 OF 3

CANDIDATE	A	B	C	D	E	F	G	H
PERFORMANCE OF DUTIES								
CUSTOMER SERVICE								
ADAPTABILITY								
CONTRIBUTIONS TO IMPROVE C/S								
COLLATERAL DUTIES								
COMMUNITY INVOLVEMENT								
LETTERS OF APPRECIATION/ COMMENDATION								
ADDITIONAL COMMENTS/ POINTS***								
TOTAL POINTS								
RANKING								

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BOARD MEMBER: \_\_\_\_\_

CANDIDATE	I	J	K	L	M	N	O	P
PERFORMANCE OF DUTIES								
CUSTOMER SERVICE								
ADAPTABILITY								
CONTRIBUTIONS TO IMPROVE C/S								
COLLATERAL DUTIES								
COMMUNITY INVOLVEMENT								
LETTERS OF APPRECIATION/ COMMENDATION								
ADDITIONAL COMMENTS/ POINTS***								
TOTAL POINTS								
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BOARD MEMBER: \_\_\_\_\_

CIVILIAN OF THE QUARTER/YEAR

PAGE 3 OF 3

CANDIDATE	Q	R	S	T	U	V	W	X
PERFORMANCE OF DUTIES								
CUSTOMER SERVICE								
ADAPTABILITY								
CONTRIBUTIONS TO IMPROVE C/S								
COLLATERAL DUTIES								
COMMUNITY INVOLVEMENT								
LETTERS OF APPRECIATION/ COMMENDATION								
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BOARD MEMBER: \_\_\_\_\_